



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
 Manila

021

DEPARTMENT CIRCULAR NO.

**TO : Undersecretaries and Assistant Secretaries; and
 Heads of Central and Regional Offices in DOJ Proper**

SUBJECT : Performance-Based Bonus for FY 2019

DATE : SEP 19 2019

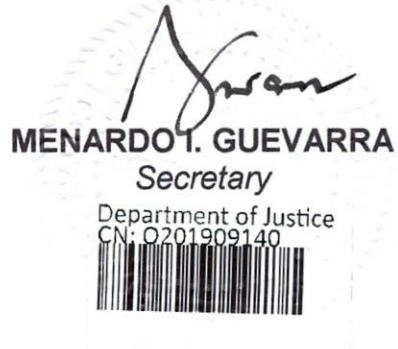
- 1.0 This is in relation to the requirements for the grant of Performance-Based Bonus (PBB) for FY 2019 pursuant to Memorandum Circular No. 2019-1 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (accessible online at https://www.doj.gov.ph/doj_performance_management.html).
- 2.0 The said requirements, corresponding responsible units and deadlines are summarized, as follows:

Requirement	Responsible	Deadline
Operations		
1) Submission of Quarterly Accomplishment Reports to Planning and Statistics Division (PSD) pursuant to Department Circular No. 053, s. 2018	All offices in the DOJ Proper including OSEC, OUSECs and OASECs	15 th day after the end of every quarter
2) Submission of Quarterly Report of Operations to PSD pursuant to Department Circular 051, s. 2015	Regional/Provincial/City Prosecution Offices Nationwide	15 th day after the end of every quarter
3) Submission of accomplishment report on streamlining and process improvement of Agency services (Form A)	All offices (subject to guidelines to be issued later); Planning and Management Service (PMS) - Management Division (MD)	31 August 2020
4) Submission of Citizen/Client Satisfaction Report	Administrative Service (AS)-Communications Division, PMS-MD	31 August 2020
Support to Operations (STO)		
QMS Certification - Posting in the Transparency Seal - Submission of Certified True Copy of QMS Certificate	QMS Process Owner Units, PMS-MD	31 December 2019
General Administration and Support Services (GASS)		
1) Budget Utilization Rate	Financial Service (FS), other offices concerned	31 August 2020

Requirement	Responsible	Deadline
2) Sustained compliance with audit findings	FS, other offices subject of COA audit findings	31 December 2019
3) Quarterly submission of Budget and Financial Accountability Reports (BFARs) online through the DBM's Unified Reporting System (URS)	FS, PMS	15 th day after the end of every quarter
4) Submission to COA of Financial Reports	FS, Bids and Awards Committee (BAC), AS-Procurement Management Division (PMD)	30 April 2019
5) Submission and posting of FY 2019 APP-non CSE		31 March 2019
6) Submission of indicative FY 2020 APP-non CSE		30 September 2019
7) Submission of FY 2020 APP-CSE and posting in the Transparency Seal		31 October 2019
8) Undertaking of Early Procurement for at least 50% of goods and services		31 January 2020
9) Results of FY 2017 APCPI System	BAC Secretariat, PMD	31 March 2019
Good Governance Conditions		
1) Updating of Transparency Seal	FS, PMS, BAC, PMD	1 October 2019
2) PhilGEPS Posting (transactions above P1 Million and with December 31, 2019 as cut-off), including the Early Procurement of FY 2020 Non-CSE items.	BAC Secretariat	31 January 2020
3) Citizen's/Service Charter Certificate of Compliance (CoC) pursuant to R.A. No. 11032	AS, PMS-MD, offices with frontline services	31 December 2019
Other cross-cutting requirements		
1) Submission of SALN of employees	AS-Personnel Division (PD)	30 April 2019
2) Agency Review and Compliance Procedure of Statement and Financial Disclosures. (submission of a list of SALN non-filers using Form 1)		01 October 2019
3) FOI Compliance <ul style="list-style-type: none"> • People's FOI Manual • Agency Information Inventory • 2019 FOI Registry and 2019 FOI Summary Report • Screenshot of agency's home page 	AS-Communications Division	30 November 2019 31 January 2020 31 January 2020 31 January 2020
4) Posting of Agency's System of Ranking Delivery Units	PMS-PSD	01 October 2019
5) Submission of Agency Report on Ranking of Delivery Units (Form 1.0 and PBB Evaluation Matrix)	AS-PD, PMS-PSD	31 August 2020

- 3.0 Heads of indicated offices/units responsible are hereby directed to ensure the Department's compliance within the prescribed deadlines, in accordance with respective functional mandates. Further guidance shall be provided by the DOJ Performance Management Team and/or focal offices/units concerned.
- 4.0 As provided in the subject Circular, Agencies unable to comply with all good governance conditions and performance targets will be considered ineligible to FY 2019 PBB, subject to validation by oversight agencies concerned.

For guidance and compliance.



cc: All concerned